Concur and Financial Management System (FMS) Integration

This document will explain the interfaces between Concur and the Financial Management System

Concur interfaces with FMS each evening to create Spend Authorizations and Expense Reports in FMS

- Requests approved in Concur are created as approved FMS ‘Spend Authorizations’ and create a pre-encumbrance utilizing the Request ID number. i.e. Request ‘AVCW’ is ‘Concur-AVCW’ in FMS

Open the Spend Authorization to see the trip name (in justification field), trip dates, and whether a cash advance has been issued or is outstanding. If an expense report has been filed, you can open the related report.
Expense Reports approved in Concur are created as approved FMS ‘Expense Reports’ utilizing the report ID. i.e. ‘66A1E322079B4CCCB5’ is ‘Concur-66A1E322079B4CCCB5’ in FMS.

The trip name is in the Memo field, view the related Spend Authorization, click ‘Actions’ for other data.
Approvers can use the report id to search for the report in Concur.

Department Reporting Roll, Department Reporting, Audit Reporting, and Academic Employee tags
- Can be added by the traveler, delegate, or approver to both requests and expense report in Concur through the allocation functionality. The Program/Gift/Grant/Program, Cost Center and Trip type from the header are pre-populated and can be changed as needed in the allocation. The My ASU TRIP manual has directions.

Concur Approvers
- To approve for a Project, Gift, or Program within Concur an individual must be a FMS Cost Center Manager for the cost center on the header and they must have the ‘My ASU TRIP Approver’ PeopleSoft role.
- To approve for a Grant in Concur, an individual must be a FMS Grant Manager for the grant on the header and they must have the ‘My ASU TRIP Approver’ PeopleSoft role.

Directions to apply for the People Soft role are found in the My ASU TRIP manual. To be added as a FMS approver, please reach out to the FMS FMS team.
Expense Report Fee and Carbon Offset

- The journals post based on the tags on the expense report in the allocation, not the tags on the header. If a report is funded 70/30 to two different funding sources, the fee is also split 70/30 to those same funding sources. **IF** a grant is a funding source, then the portion of the **carbon offset** allocated to the grant posts to the responsible account rather than the grant.

The related trip number is referenced in the JRN title (if posted by the integration)...

Or in the memo field if manually posted.
System of Record

- Concur remains the system of record for all spend authorizations and expense reports. Receipts and a copy of the Concur documents are not available within FMS.

Other

- Concur requests with cash advances should not be split-funded. FMS cannot support this and the spend authorization and cash advance creation will be delayed in FMS.
- To close a Spend Authorization in FMS, please send an email to myasutrip@asu.edu after closing or cancelling the request in Concur. The My ASU TRIP manual has directions on when to close and when to cancel a request.
- To find open Spend Authorizations in FMS you may find the following reports helpful
  - Find Spend Authorization Lines for Organization (delete dates from spend start date fields)
  - Outstanding Operational Encumbrances – Departmental use
  - Sources and Uses by Ledger Account (Update “View by” criteria to “Worker”)

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